

**AIR POLLUTION CONTROL, CIVIL ACTIONS INVESTIGATOR**

**DEFINITION:**

Under general direction of the Chief, Compliance Division, to review, research, and investigate violations and negotiate settlement agreements related to violations of Air Pollution Control District regulations, the California Health and Safety Code, and delegated federal requirements; to be responsible for the resolution of Notices to Comply, which are also related to violations of APCD regulations; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This class is allocated only to the Air Pollution Control District (APCD). Air Pollution Control Civil Actions Investigators report to the Chief, Compliance Division, and are responsible for investigating and settling violations of APCD rules and regulations.

**EXAMPLES OF DUTIES:**

Reviews Notices of Violation and Notices to Comply to determine the sufficiency of information and probability of successful administrative or legal action against defendants; negotiates violation settlements and penalty amounts with defendants and prepares agreements; reviews defendants' records, permits, violation history, and other data; communicates corrective actions or refers defendants to technical staff; reviews corrective action plans submitted by defendants; recommends violation penalties; exchanges information with other County departments and representatives from outside governmental agencies and interprets APCD policy, procedures, rules, and regulations; drafts Hearing Board abatement orders, inspection warrants, subpoenas, and other legal documents; attends Hearing Board meetings and court to provide background information; may represent the District in court; may conduct field investigations with APCD inspection staff; and performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**General Knowledge of:**

- Air pollution laws pertaining to air quality standards and compliance, control equipment, penalties, appeals, and settlement of violations.
- Basic legal terminology and procedures, administrative and judicial procedures, hearings, trials, expert testimony, civil and criminal court legal actions (summons, inspection warrants, abatement orders, subpoenas, bankruptcy claims, etc.).
- Negotiation techniques.
- Air pollution control techniques and basic operation of commonly used control equipment.
- Inspection and investigation techniques.

**Skills and Abilities to:**

- Investigate violations of air pollution laws pertaining to air quality standards and compliance, and control equipment.
- Negotiate effectively to settle violations and draft the terms and conditions of settlements.

- Prepare legal documents such as summons, inspection warrants, abatement orders, subpoenas, etc.
- Establish and maintain effective interpersonal and working relationships with APCD staff, the regulated community, the public, and representatives from other governmental agencies.
- Communicate effectively in English both verbally and in written form.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience that clearly demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A Bachelor's degree from an accredited college or university in chemistry, physics, engineering, or closely related field; AND, two (2) years of experience performing research and investigation duties or performing professional level air pollution control inspection or engineering work for a business, law firm, court of law, or regulatory agency; OR,
2. Graduation from an accredited law school.

**Note:** Additional years of experience as described above may substitute for the education requirement on a year-for-year basis; OR, completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license or the ability to arrange transportation for field travel is required at time of appointment. Employees in this class may be required to use their own personal vehicle.